

**SECRET**

**OGC REVIEW  
COMPLETED**

1 June 1971

MEMORANDUM FOR: Director of Finance

SUBJECT : Office of Finance Proposal to  
Microfilm Records

1. I have reviewed with the Agency Records Officer and Office of General Counsel your memorandum to me dated 17 May 1971 requesting an interpretation of any financial records the Agency is to "hold in a custodial or fiduciary capacity," or for which "preservation is required by law" as specified in Public Law 82-129.

2. We find that the Public Law 82-129, which you cite, does not refer to Government records but primarily relates to business records used in court proceedings. The retention or disposition of the records of Government Agencies are controlled by the Congressionally approved General Records Schedules and special disposal authorizations from the National Archives and Records Service, GSA. Those authorizations are used by the Agency Records Officer to approve Records Control Schedules for individual components.

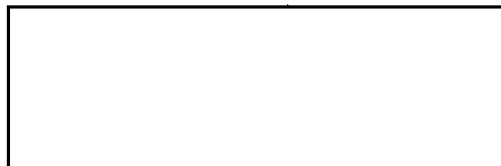
3. With regard to your proposal to microfilm Agency finance records, your reference to the Records Disposal Act of 1943 is appropriate and is the authority used by the Agency Records Officer to approve the disposal of temporary Agency records that have been microfilmed. In the case of permanent records, which are not authorized for destruction, he coordinates with the Archivist of the U. S. before accepting the film as a substitute and releasing the documents for destruction.

4. The Office of Finance has an approved Records Control Schedule with specific retention periods for the several types of records mentioned in your memorandum. When you have produced an acceptable film substitute the Agency Records Officer will endorse your request

**SECRET**

**SECRET**

for the destruction of the original temporary records and coordinate with the Archivist on the permanent type records. Each group of files must be decided upon separately. Approval of a microfilming project does not constitute authority to dispose of the paper records.



Chief  
Support Services Staff

25X1A

CONCUR:

/s/



Office of General Counsel

8 JUN 1971

25X1A

**SECRET**